



Resource Specialist & AmeriCorps VISTA Program Coordinator

The Florida Literacy Coalition seeks an individual to support Adult and Family Literacy Resource Center activities and manage statewide AmeriCorps VISTA literacy initiative.

Duties include but are not limited to:

- 1) Researching new resources, and maintaining and updating content for Resource Center website.
- 2) Manage statewide AmeriCorps VISTA project. Responsibilities include aggregating grant reports/deliverables, recruiting VISTA members, reviewing and processing VISTA applications, maintaining listings and managing information in the AmeriCorps website portal, providing information on training opportunities, insuring compliance with VISTA regulations, supporting VISTA members and assisting in conflict resolution as needed.
- 3) Facilitate social media (as part of a team effort) and help administer cloud database system.
- 4) Coordinating registration for the Florida Literacy Conference.
- 5) Oversee work-study project with Rollins College, including providing supervision to two work-study positions.
- 6) Research and provide resources to local programs as needed.
- 7) Maintaining and managing membership system.
- 8) Contribute to and do layout for organization e-newsletter.
- 9) Organize Adult Learner Day, a one day event as part of the Florida Literacy Conference
- 10) Maintain records and reporting for Southwest Airlines grant.
- 11) Perform other related duties as assigned.

Qualifications:

Qualified candidates should have a bachelor's degree and good organizational, administrative, communications and interpersonal skills. Experience in multi-tasking, conducting topic oriented research, writing, conflict resolution, human resources, program management, social media, and working with custom databases preferred. Knowledge of AmeriCorps and/or AmeriCorps VISTA a plus.

Full time position with benefits. Salary range: \$29,000-\$31,500

Send resume and cover letter to jobs@floridaliteracy.org

Position open until filled.